



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Thursday, December 10, 2009
POSITION TITLE:	Chief, Program Evaluation, Division of Correctional Health Care Services	FINAL FILING DATE:	Thursday, January 14, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	12102009_3

POSITION DESCRIPTION

NOTE: The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

Under the general direction of the Chief Deputy Director, Division of Correctional Health Care Services (DCHCS), the Chief, Program Evaluation has responsibility for the development, review, modification, and monitoring of policies, standards, training programs, and monitoring mechanisms in relation to performance measures for the delivery of health care on a statewide basis. The Chief has the responsibility for the development of performance measures for all aspects within the DCHCS. Standardizing the delivery of health care is essential to comply with the federal court order, and mandated policies and procedures to provide constitutionally adequate health care.

- Ensuring compliance with mandated court orders, responding to legislative reports, maintaining coordination of the court ordered mandates with stakeholders to meet the standards of the performance measures, and development of a workload data base to be objective and meaningful in preparation of an action plan to meet performance measures.
- Researching and determining requirements for accreditation of the statewide Mental Health Program.
- Designing and initiating processes to improve efficiency for overall performance in the delivery of health care in the correctional system. These performance measures are in relation to federal court order to achieve a viable means of saving lives and creating a stable and effective health care delivery system within the department.
- Representing DCHCS as a liaison with outside stakeholders such as the Executive leadership within the department, the federal court, the Legislature, Governor's Office, Department of Finance,

and Department of Personnel Administration. Acting as a primary coordinator in relation to the Legislature addressing the concerns and compliance of legislative mandated reports.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Substantial responsibility for a combination of management functions such as program planning, policy formulation, and organization coordination.
- The ability to communicate effectively, both orally and in writing, and to interact effectively with Legislators, law enforcement, and other governmental agencies, advocacy groups, community and civic leaders, departmental managers, staff, and the public.
- Experience in negotiation and coordination with outside stakeholders.
- Broad and extensive experience in performance measurements, strategic planning, budget management, and program evaluation.
- Ability to analyze complex problems, recommend and initiate effective courses of action, and develop and implement policies and procedures; represent the Department before the legislature, control agencies, local governments, and other state agencies on policy level issues; and testify in court proceedings and negotiate proposed settlements.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Department of Corrections, Parole Administrator I, Adult Parole, Program Administrator, Correctional School, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their

examination results. The result of this examination will be used only to fill the position of **Chief, Program Evaluation, Division of Correctional Health Care Services**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and no less than 12 font.
- Resumes do not take the place of the Statement of Qualifications.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**
- Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive
Appointments
P.O. Box 942883, Sacramento, CA 9569
Toni Dodds | (916) 322-9223 | toni.dodds@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the Office of Executive Appointments, 1515 S Street, Room 108-N, Sacramento, CA 95811.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>